

TO: Chief

~~CONFIDENTIAL~~  
SUBJECT: Delinquent Advance Accounts

1. According to our records the following advances accounts are considered delinquent and it is asked that you forward a memorandum, as indicated, to the individual concerned.

	Amount	Date of Oldest	Date of Last	Remarks
<u>Name</u>	Outstanding	Open Advance	Accounting	& Recommendations

VRT